

**CITY OF HARRINGTON
POSITION DESCRIPTION**

**TITLE: PLANNER/GIS COORDINATOR
GRADE: 19**

GENERAL DESCRIPTION

The essential function of the position within the organization is to research, analyze, and summarize data to support the Planning staff and to perform plan review for development plan. The position is responsible for providing technical assistance, negotiations, preparing reports, maintaining the City GIS mapping, and reviewing permits. This position works to coordinate economic development activities within the city. The position works under general supervision independently developing work methods and sequences and works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides technical assistance to City customers for planning and zoning compliance.

Works with developers to facilitate resolution of planning-relating issues/problems.

Performs technical reviews of site development plans for compliance with City ordinances, policy, and sound planning principles. Develops legal notices, reports, maps, etc. for the Planning Commission and other appointed boards and commissions.

Gathers and analyzes data/information to support periodic and special reports for the area of responsibility.

Research and author text for ordinance text amendments, annexations, and special research projects.

Reviews building and sign permits and Business Licenses for compliance; makes determination on whether to approve permits and licenses.

Handles constituent inquiries and complaints.

Inspects physical sights for certificate of occupancy.

Provides technical expertise on computer software applications to co-workers.

Creates and maintains GIS database metadata to support enterprise GIS efforts for the City.

Edits, creates and maintains graphic and tabular geographic information datasets.

Assist in the maintenance and organization of the GIS data layers.

Provides technical assistance to a variety of City programs, analyzing and assessing data and preparing reports.

Attends staff and other professional meetings to exchange information including presentations to such groups.

Acts as a liaison with corporations and small businesses to continue to make Harrington a business-friendly community.

Advises prospective merchants/small business owners of the code requirements of opening a business in

Harrington.

Completes special projects and performs field work/visiting sites as required.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view. Thorough knowledge of the principles and practices of planning; comprehensive knowledge of the laws and regulations related to planning; ability to enforce them with firmness and tact; ability to perform technical research work and give reliable advice on difficult planning projects; good judgement; considerable ability to establish and maintain effective working relationships with coworkers, supervisor, officials, agencies, and the public.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division, handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's in planning (masters preferred), public administration, landscape architecture, geography or related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

American Institute of Certified Planners certification is preferred and a valid driver's license is required.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of planning experience. Experience with Geographic Information Systems required.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, (exerting up to 20 pounds of force on a regular basis), (requires some moderate dexterity in operating machinery, tools, or office equipment).

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen and traffic during site visits to project locations.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Harrington is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.